

MINUTES

**Kentucky Community and Technical College System
Board of Regents Meeting
May 16, 2003**

Board Members Present:

Ms. Cynthia L. Read, Board Chair
Ms. Lorna D. Littrell, Board Vice Chair
Ms. Donna J. Bartlett
Mr. Richard A. Bean
Ms. Pamala J. Dallas

Dr. John F. Hanel
Ms. Martha C. Johnson
Ms. Penelope S. Logsdon
Mr. Mark A. Powell
Ms. Ida N. Tompkins

Board Members Absent:

Dr. Joseph B. Wise, III, Board Secretary
Mr. William E. Beasley

Ms. Cynthia E. Fiorella
Mr. Henry L. Jackson

CALL TO ORDER Board of Regents Chair Read called to order the meeting of the Kentucky Community and Technical College System Board of Regents at 11:45 a.m. (ET), May 16, 2003, in the Learning Resource Center Conference Room at Ashland Community College, Ashland, Kentucky. She announced that the press was notified of the meeting on May 7, 2003, and that Hon. Beverly Haverstock, KCTCS General Counsel, would serve as parliamentarian.

There being a quorum present, Board business began with the approval of the minutes from the last meeting.

**APPROVAL OF
MINUTES**

MOTION: Mr. Powell moved that the minutes of the February 21, 2003, Board of Regents meeting be approved. Ms. Tompkins seconded the motion.

VOTE: The motion was approved unanimously.

MOTION: Dr. Hanel moved that the minutes of the April 2, 2003, special Board of Regents meeting be approved. Ms. Littrell seconded the motion.

VOTE: The motion was approved unanimously.

**ADDITIONS OR
CHANGES TO
THE AGENDA**

There were no changes or additions to the agenda.

MEETING HOSTS

Chair Read thanked the meeting hosts, Dr. Greg Adkins, Ashland Community College President and Ashland Community and Technical College District CEO, and his staff for their hospitality. She expressed special appreciation to Ms. Louise Shytle, who coordinated the meeting logistics at the college. The college did a good job preparing for the Board's meetings while simultaneously planning for commencement exercises that would be held in the evening. Chair Read also thanked Mr. John Mays, the college foundation, and Heritage Bank for hosting a reception and dinner for the Board of Regents. She also expressed appreciation to Dr. Adkins and his wife, Mrs. Delores Adkins, for hosting breakfast in their home.

**COLLEGE
WELCOME**

Dr. Adkins welcomed the Board of Regents to Ashland Community College and noted that the college's name would change to "Ashland Community and Technical College" on July 1, 2003. He highlighted various historical characteristics of both Ashland Community College and Ashland Technical College. Mr. Jerry Middleton, chair of the Staff Council at Ashland Technical College, and Assistant Professor Kathy Edwards, secretary of the Ashland Community College Faculty Council and winner of the 2003 National Institute for Staff and Organizational Development for the Ashland district, also brought greetings to the Board. Mr. Middleton noted that he was excited about the "unification" that is occurring between Ashland Community College and Ashland Technical College. Ms. Edwards noted that she was pleased with the opportunities, including reciprocity agreements, available to students in the Ashland district.

RECESS

The Board of Regents recessed at 11:50 a.m. (ET) and reconvened at 12:10 p.m. (ET).

**CONSOLIDATION
PRESENTATION**

KCTCS President Michael B. McCall noted that only two Stage III or Stage IV presentations remain to be considered by the Board of Regents: 1) Elizabethtown Community College and Elizabethtown Technical College (Stage III) and 2) Jefferson Community College and Jefferson Technical College (Stage IV).

President McCall noted that Maysville Community College and Rowan Technical College held a public information forum related to single accreditation and consolidation on February 26, 2003, in Flemingsburg. He introduced Dr. Augusta Julian, Maysville Community College President and Maysville Community and Technical College District CEO.

**RESOLUTION
APPROVING THE
PURSUIT OF
SINGLE
ACCREDITATION
(SACS) AND THE
CONSOLIDATION
OF MAYSVILLE
COMMUNITY
COLLEGE AND
ROWAN TECHNICAL
COLLEGE**

RECOMMENDATION: That the KCTCS Board of Regents adopt the proposed *Resolution Approving the Pursuit of Single Accreditation (SACS) and the Consolidation of Maysville Community College and Rowan Technical College*.

Dr. Julian introduced those present from the district (see Attachment A) who were attending the Board meeting to show support for the consolidation of the colleges and their pursuit to obtain single accreditation with the Commission on Colleges of the Southern Association of Colleges and Schools (SACS). She expressed appreciation to them and their colleagues for facilitating the colleges' consolidation and single accreditation process.

In January 2003, the colleges submitted a letter to SACS stating their intent to pursue single accreditation and consolidation. The colleges submitted a prospectus to SACS requesting single accreditation in April 2003. SACS accepted the prospectus in June 2003. It is anticipated that a SACS visiting team will conduct a site visit in spring 2004, provided the Board of Regents gives its final approval for the colleges' to pursue single accreditation and consolidation. Final SACS approval is expected in June 2004.

In spring 2003, the combined enrollment for the colleges was 2,339. This number is projected to grow by 3 percent next year as new facilities are fully operational and new programs are implemented. The colleges' had a combined restricted and unrestricted 2002-03 budget of over \$15 million.

The colleges have a history of collaboration. In 2000-01, the colleges collaborated on numerous projects, some of which include developing technical curriculum; signing a Memorandum of Agreement for Bookstore Services; serving on joint search committees to fill several vacancies, including the district CEO and faculty and staff positions at both colleges; sharing the Ready-To-Work program; providing General Education classes for Rowan Technical College students; combining recruiting and marketing; and sharing information technology support.

In 2001-02 the colleges worked together to transfer the practical nurse and office systems programs to Maysville Community College and co-sponsored continuing education offerings. A Planning Team was appointed to begin the consolidation process and to determine the composition of design teams and the timeline for the consolidation and single accreditation process. A Consolidation Steering Team and six consolidation design teams (Academics, Human Resources, Financial Resources, Student Services, Marketing and Public Relations, and Community and Economic Development) were formed and charged with considering the strengths of each institution, structures, processes, policies, and organizational issues. Each design team and the Steering Team included faculty, staff, and administrators from each college, involving more than 60 employees. Several resolutions supporting the colleges' single accreditation and consolidation efforts were approved by the colleges' local boards and advisory committees. Letters supporting the endeavors were received from business and industry leaders, local and

state elected officials, and other segments of the community. Additionally, the Board of Regents endorsed the concept of the colleges' community-driven pursuit of single accreditation and consolidation on June 28, 2002.

In 2002-03, the first consolidated faculty and staff meeting was held; and the consolidation design teams began work. A joint strategic plan was developed. The Consolidation Steering Team worked with the design teams to create a consolidated administrative structure that includes four staff positions reporting directly to the college president (Resource Development and Foundation Executive Director, Marketing and Public Relations Director, Vice President and Rowan Technical Chief Campus Officer, and the Licking Valley Center Chief Campus Officer) and five functional areas (Academic Services; Student Development; Human Resources; Finance and Facilities; and Community, Economic, and Institutional Development).

The colleges drafted a common mission statement and academic calendar. Discussions regarding a new district name began along with the process for choosing a name for the singly accredited and consolidated college. Feedback will be obtained from the communities in the consolidated college's service area, which includes 18 counties with campuses in Maysville (Maysville Community College Main Campus), Morehead (Rowan Technical College), Cynthiana (Licking Valley Center), and West Liberty (Eastern Kentucky Correctional Complex).

In February 2003, the colleges hosted a successful public information forum to obtain community feedback regarding their pursuit of single accreditation and consolidation. Between February and May 2003, Dr. Julian made 15 presentations to chambers of commerce, civic clubs, development councils, and other community groups regarding the colleges' single accreditation and consolidation process, speaking to more than 500 people.

By achieving consolidation and single accreditation with SACS, Maysville Community College and Rowan Technical College intend to eliminate roadblocks to students by establishing a comprehensive, seamless, student-oriented, integrated instructional system consisting of complementary academic and technical programs and services that are accessible and convenient, resulting in successful students with marketable skills and promotion of life-long learning. The singly accredited and consolidated college will continue to offer comprehensive transfer, technical, and occupational programs leading to associate degrees, diplomas, and certificates; customized workforce development training; and adult and continuing education programs and services.

The Board discussed with Dr. Julian how achieving single accreditation and consolidation goals might affect students.

MOTION: Ms. Dallas moved that the resolution be adopted.
Ms. Tompkins seconded the motion.

VOTE: The motion passed unanimously.

CHAIR'S REPORT

Chair Read reported that Mr. Brandon W. Robinson is the 2003-04 student regent elect for the community colleges. Ms. Donna J. Bartlett, who was elected to finish the technical college student regent term expiring June 30, 2003, also has been elected as the 2003-04 technical college student regent.

New faculty representatives to the Board of Regents have been elected for the term beginning October 13, 2003, and ending October 12, 2006. Mr. Paul C. Callan, Jr., Central Kentucky Technical College, was elected as the technical college faculty regent. Mr. William R. West, Owensboro Community and Technical College, was elected as the community college faculty regent. Staff elections for the same term are underway for a community college staff representative and a technical college staff representative to the Board of Regents.

Chair Read noted that several regents would attend the Institute for Effective Governance May 19-20, 2003, sponsored by the Council on Postsecondary Education and the Prichard Committee for Academic Excellence. President McCall and Ms. Fiorella were asked to be panelists at two of the seminars.

Chair Read reported that a major gifts campaign orientation was held for the Board on the evening of May 15, 2003. The Board Phase, consisting of the KCTCS Board of Regents and the KCTCS Foundation Board, of the campaign is complete. Under the leadership of Ms. Johnson, who served as the chair of the Board Phase, and her co-chairs, Ms. Dallas and Ms. Littrell, there was 100 percent participation by members of both boards, resulting in donations that total \$34,425. Chair Read also thanked Ms. Kay Yates, KCTCS System Office, for her assistance with the campaign. The next Foundation Board meeting is June 10, 2003, in Lexington.

**RESOLUTION
HONORING IDA N.
TOMPKINS**

Chair Read called attention to a resolution honoring Ms. Tompkins (see Attachment B). Chair Read read the draft *Resolution Honoring Ida N. Tompkins*.

MOTION: Mr. Powell moved that the Board of Regents adopt the *Resolution Honoring Ida N. Tompkins*. Ms. Johnson seconded the motion.

VOTE: The motion was approved unanimously.

The Board thanked Ms. Tompkins for her excellent service, dedication, and the concern that she has for the System, especially the students.

**RESOLUTION
HONORING
MARTHA C.
JOHNSON**

Chair Read called attention to a resolution honoring Ms. Johnson (see Attachment C). Chair Read read the *Resolution Honoring Martha C. Johnson*.

MOTION: Ms. Littrell moved that the Board of Regents adopt the *Resolution Honoring Martha C. Johnson*. Dr. Hanel seconded the motion.

VOTE: The motion was approved unanimously.

The Board thanked Ms. Johnson for her vision and leadership.

**PRESIDENT'S
REPORT**

KCTCS President McCall provided an update on current System activities, including a preview of the video for the *Fulfilling the Promise Campaign*, the New Horizons Conference, and his recent visits to the colleges. The report in its entirety is attached (see Attachment D) and is available at <http://www.kctcs.edu/organization/board/meetings/>.

**ACTION:
PERFORMANCE
INDICATORS**

RECOMMENDATION: That the KCTCS Board of Regents adopt performance indicators that complement the revised *2000-2005 Strategic Plan, July 2002 Edition* and replace the performance indicators currently used.

Chair Read noted that as a result of the October 3, 2002, Efficiency, Effectiveness, and Accountability Committee meeting and subsequent discussions with committee leadership, the proposed set of revised indicators distributed at the May 16, 2003, Board meeting was developed. The revised indicators tie to strategic plan goals.

Ms. Johnson further noted several new performance measures were created to align with the indicators, and new definitions were created for the performance measures. Target values for the performance measures would be established in various ways; for example, the headcount enrollment target would be determined in consultation with the President's Leadership Team on an annual basis. Many of the new performance measures will need a baseline value established before target values can be applied. In some cases it may take a year or two of data collection before a baseline can be established. Many of the new performance measures can be tracked in the KCTCS Information System (PeopleSoft).

It was noted that an update on the performance indicators would be given at each regular Board of Regents meeting.

MOTION: Ms. Johnson moved that the revised performance indicators be approved as presented at the meeting. Ms. Littrell seconded the motion.

VOTE: The motion was approved unanimously.

**EXECUTIVE
COMMITTEE
REPORT**

Executive Committee Vice Chair Littrell presented the committee's report to the Board of Regents.

**UPDATE: 2003
LEGISLATIVE
SESSION**

Ms. Littrell reported that KCTCS achieved 100 percent of its 2003 Legislative Agenda. The 2003 Regular Legislative Session ended on March 25, 2003, with several pieces of legislation adopted that directly impact KCTCS, including House Bill 223, the primary legislative agenda for KCTCS; House Bill 269, the state budget; and House Bill 370, a bill relating to state health insurance that allows KCTCS to offer post-retirement health insurance to employees enrolled in the 403(b) retirement program (TIAA-CREF).

**ACTION:
PROPOSED
NAME CHANGE
FOR PADUCAH
COMMUNITY
COLLEGE AND
WEST KENTUCKY
TECHNICAL
COLLEGE**

RECOMMENDATION: That the KCTCS Board of Regents approve the request of Dr. Barbara Veazey, Paducah Community College President and West Kentucky Community and Technical College District CEO, to name the college resulting from the pursuit of single accreditation (SACS) and consolidation of Paducah Community College and West Kentucky Technical College the "West Kentucky Community and Technical College" upon the effective date of the 2003 General Assembly House Bill 223.

Ms. Littrell reported that at the committee meeting Dr. Veazey outlined the extensive process used to determine the proposed name, which included obtaining feedback from faculty, staff, students, and the community.

MOTION: On behalf of the Executive Committee, Ms. Littrell moved that the recommendation be approved.

VOTE: The motion was approved unanimously.

**ACTION:
REVISED
MISSION
STATEMENT FOR
WEST KENTUCKY
COMMUNITY AND
TECHNICAL
COLLEGE**

RECOMMENDATION: That the KCTCS Board of Regents approve a revised mission statement for West Kentucky Community and Technical College, contingent upon the Board's approval of the name change of the college and upon the effective date of the 2003 General Assembly House Bill 223.

Ms. Littrell noted that the proposed mission statement responds to a SACS requirement that a consolidated comprehensive community and technical college have a mission statement that accurately describes the institution and its characteristics. The revised mission statement includes the singly accredited, consolidated college's new name. She further noted that the committee discussed the proposed effective date for the revised mission statement.

MOTION: On behalf of the Executive Committee, Ms. Littrell moved that the recommendation be approved.

VOTE: The motion was approved unanimously.

***ACTION:
PROPOSED
MISSION
STATEMENT FOR
GATEWAY
COMMUNITY AND
TECHNICAL
COLLEGE***

RECOMMENDATION: That the KCTCS Board of Regents approve the first mission statement for Gateway Community and Technical College.

Ms. Littrell noted that Gateway Community and Technical College is seeking SACS membership (accreditation), which requires that a consolidated, comprehensive community and technical college have a mission statement that accurately describes the institution and its characteristics.

MOTION: On behalf of the Executive Committee, Ms. Littrell moved that the recommendation be approved.

VOTE: The motion was approved unanimously.

***ACTION: NAMING
OF THE CAMPUS
CLASSROOM
CENTER,
HAZARD
COMMUNITY
COLLEGE***

RECOMMENDATION: That the KCTCS Board of Regents approve the request of Dr. Jay Box, Hazard Community College President/CEO, to name the Campus Classroom Center of Hazard Community College the "J. Marvin Jolly Classroom Center Building."

Ms. Littrell reported that Dr. Box and Mr. William Engle, III, Hazard Community College Board of Directors Chair, talked with the Executive Committee regarding the naming opportunity. The KCTCS Naming Advisory Committee recommends approval of the naming request.

Dr. Jolly was the founding president of the college; and after his retirement, he continues to support Hazard Community College through a Golf Tournament, an annual scholarship fundraiser, and the Performing Arts Series. The Campus Classroom Center was the first building constructed on the Hazard Campus.

Chair Read noted that initially the KCTCS Naming Advisory Committee sent the request back to the college out of concern that approval might preempt a naming opportunity associated with the major gifts campaign. Mr. Engle assured the Executive Committee that approval of the request would not hinder the major gifts campaign in the Hazard area.

MOTION: On behalf of the Executive Committee, Ms. Littrell moved that the recommendation be approved.

VOTE: The motion was approved unanimously.

**ACTION:
PROPOSED
POLICY ON
HONORARY
DEGREES**

RECOMMENDATION: That the KCTCS Board of Regents approve the proposed *4.17 Policy on Honorary Degrees*.

Ms. Littrell noted that this item was presented as an information item at the February 21, 2003, Board of Regents meeting. At the committee meeting, procedures and requirements for awarding the degree, which have been developed into a *KCTCS Administrative Policy*, were distributed and reviewed. A copy of the administrative policy was provided for each regent at the Board meeting.

MOTION: On behalf of the Executive Committee, Ms. Littrell moved that the recommendation be approved.

VOTE: The motion was approved unanimously.

**INFORMATION:
PROPOSED
REVISION TO
KCTCS BOARD
OF REGENTS
RETIREMENT
PLAN
POLICIES 3.7**

Ms. Littrell noted that the proposed revision allows employees that participate in a KCTCS 403(b) matching retirement plan to use their account from their 403(b) carrier as collateral for a loan before separating from service from KCTCS. The revised policy will be presented as an action item at the August 15, 2003, Board of Regents meeting.

**INFORMATION:
BOARD MEETING
CALENDAR FOR
2004**

Ms. Littrell called attention to the proposed 2004 meeting dates found on page 97 of the agenda materials. She requested that members check their calendars for the proposed 2004 meeting dates and let staff know of conflicts by May 31, 2003. The 2004 calendar will be presented as an action item at the August 15, 2003, Board of Regents meeting.

RECESS

The Board of Regents recessed at 1:20 p.m. (ET) and reconvened at 1:30 p.m. (ET).

**ACADEMIC
AFFAIRS AND
CURRICULUM
COMMITTEE
REPORT**

Academic Affairs and Curriculum Committee Chair Hanel presented the committee's report to the Board of Regents.

**ACTION:
RATIFICATION OF
NEW CREDIT
CERTIFICATE
PROGRAMS**

RECOMMENDATION: That the Board of Regents ratify the approval of the new credit certificate programs listed in the agenda materials.

MOTION: On behalf of the Academic Affairs and Curriculum Committee, Dr. Hanel moved that the recommendation be approved.

VOTE: The motion was approved unanimously.

**ACTION: NEW
PROGRAM
PROPOSALS –
ASSOCIATE IN
ARTS AND
ASSOCIATE IN
SCIENCE,
GATEWAY
COMMUNITY AND
TECHNICAL
COLLEGE**

RECOMMENDATION: That the Board of Regents approve an Associate in Arts (AA) and an Associate in Science (AS) for Gateway Community and Technical College to be implemented in fall 2003, contingent upon funding.

Dr. Hanel reported that the proposed AA and AS transfer degrees are the first transfer degrees requested by a technical college in the process of becoming a comprehensive community and technical college. Approval of the proposed AA and AS degrees would advance Gateway Community and Technical College toward its goal of obtaining membership and accreditation with SACS.

According to the *1997-2002 Kentucky Plan for Equal Opportunities in Postsecondary Education*, Gateway Community and Technical College has automatic eligibility to offer new programs. The proposed programs meet the two-year college needs of the community, including providing transfer programs. The proposed 60 credit hour AA and AS degree programs are based on approved KCTCS curricula. Funding to hire four full-time faculty members in the first year is expected to be available through implementation of the System's new funding model, as well as revenue generated by the programs.

MOTION: On behalf of the Academic Affairs and Curriculum Committee, Dr. Hanel moved that the recommendation be approved.

VOTE: The motion was approved unanimously.

The Board complimented the college for the tremendous progress that has been made in its efforts to become a comprehensive community and technical college. The Board was appreciative of the efforts to form community partnerships with other postsecondary education institutions in northern Kentucky.

Chair Read noted that approval of the programs is another milestone for KCTCS.

**ACTION: KCTCS
COLLEGES'
CANDIDATES
FOR
CREDENTIALS**

RECOMMENDATIONS:

- That the Board of Regents approve the awarding of KCTCS colleges' candidates for degrees and diplomas and ratify certificates with the credentials (degrees, diplomas, and certificates) to be awarded to the candidates upon certification that the requirements have been satisfactorily completed (see agenda materials pages 115 to 250).
- That the Board of Regents approve the awarding of associate degrees to KCTCS community college candidates who have met all requirements for programs approved by the University of Kentucky Board of Trustees, with the degrees to be awarded to the candidates by UK upon certification that degree requirements have been satisfactorily completed (see agenda materials pages 115 to 250).
- That the Board of Regents approve the awarding of an honorary associate degree as listed in the agenda materials (see agenda materials page 162). This recommendation is contingent upon Board of Regents approval of proposed policy *4.17 Policy on Honorary Degrees*.

Dr. Hanel noted that the Candidate for Credentials List for January 21, 2003, through March 31, 2003, includes 6,738 credential requests: 2,176 certificates; 1,371 diplomas; 921 associate in arts; 339 associate in science; 1,740 associate in applied science; 190 associate in applied technology; and one honorary degree. The percentage of students applying for KCTCS AA, AS, AAS, and AAT degrees equals 90.7 percent.

It was further noted that KCTCS Vice President Ken Walker's son, Mr. Robert Stephen Walker, was applying for a Diploma in Engineering Technology and an Associate in Applied Science in General/Occupational Studies at Central Kentucky Technical College. In the future, the candidates for credentials will be presented in a supplemental booklet instead of appearing in the agenda book. It also was noted that Mr. Robinson, community college student regent elect, was applying for an Associate in Science at Southeast Community College.

MOTION: On behalf of the Academic Affairs and Curriculum Committee, Dr. Hanel moved that the recommendation be approved.

VOTE: The motion was approved unanimously.

**UPDATE:
CREDENTIALING
AND
CERTIFICATIONS**

Dr. Hanel reported that this item was postponed to the committee's next meeting so that committee members could participate in the Finance, Technology, and Human Resources Committee's discussion on 2003-04 salaries and benefits and the 2003-04 annual budget.

**FINANCE,
TECHNOLOGY,
AND HUMAN
RESOURCES
COMMITTEE
REPORT**

Finance, Technology, and Human Resources Committee Chair Bean presented the committee's report to the Board of Regents.

**ACTION:
RATIFICATION OF
PERSONNEL
ACTIONS**

RECOMMENDATION: That the Board of Regents ratify the personnel actions listed in the agenda materials.

Mr. Bean noted that the open positions were advertised and followed equal opportunity guidelines for nondiscriminatory hiring practices.

MOTION: On behalf of the Finance, Technology, and Human Resources Committee, Mr. Bean moved that the recommendation be approved.

VOTE: The motion was approved unanimously.

**ACTION:
APPROVAL OF A
CLASSIFICATION
STRUCTURE FOR
FACULTY AND
STAFF**

RECOMMENDATION: That the KCTCS Board of Regents adopt a new classification structure, which includes four classification bands for faculty and 18 classification bands for staff.

Mr. Bean noted that significant input from the President's Leadership Team and faculty and staff across the System was obtained through a series of dialogue forums, surveys, campus visits, systemwide meetings, and a review of staff Job Analysis Questionnaires.

Mr. Bean noted that implementation of the classification structure is necessary in order to determine the full cost of the compensation portion of the classification and compensation plan. The Board has discussed requesting funding to fully implement the classification and compensation plan from the 2004 General Assembly as part of the 2004-06 biennial budget process.

MOTION: On behalf of the Finance, Technology, and Human Resources Committee, Mr. Bean moved that the recommendation be approved.

VOTE: The motion was approved unanimously.

**UPDATE: KCTCS
FUNDING MODEL
PRESENTATION**

Mr. Bean reported that the committee was updated on the *KCTCS Funding Model*, which is composed of the Public Funds Allocation Model and the Model Application Procedure (MAP). The President's Leadership Team supports implementation of the funding model. The model was designed to bring funding equity to individual colleges. It will take several years before equity can be achieved. Emphasis will be placed on bringing those most under funded closer to an adequate level.

The Public Funds Allocation Model calculates the amount of public funds (tuition and fees revenue plus state allocation) needed to “adequately” and “equitably” fund KCTCS colleges (at the district level) and systemwide programs and services. The model sets in place a method to distribute new benchmark funding allocations in an equitable manner and generates a KCTCS total systemwide funding level that is approximately the same as the CPE benchmark funding objective for KCTCS. It addresses all mandates for KCTCS in the *Kentucky Postsecondary Education Improvement Act of 1997* (House Bill 1).

The Model Application Procedure (MAP) is designed to distribute new public funds, regardless of the amount to be distributed, among the 17 KCTCS funding entities (colleges and systemwide operations programs) based on the results of the KCTCS Public Funds Allocation Model calculations and a number of fiscal variables that impact KCTCS.

MAP and the Public Funds Allocation Model will be reviewed periodically. Both should be used for 4-5 years to allow for necessary evaluation of the procedure.

ACTION: 2003-04 SALARY AND BENEFITS

RECOMMENDATION: That the KCTCS Board of Regents approve salary increases and provide additional benefits in 2003-04 for faculty and staff in the Kentucky Community and Technical College System that will:

- Provide a \$1,080 salary increase for all faculty and staff.
- Provide a \$1,000 nonrecurring merit bonus to high performing faculty and staff. “High performing” is defined as having earned an “exceeds” rating in the 2002-03 evaluation process, using the KCTCS performance evaluation system.
- Enhance the KCTCS personnel system by providing additional salary increases and benefits as follows:
 - Provide an additional salary increase as necessary for faculty and staff members in the KCTCS personnel system on July 1, 2003, to ensure that the annual salary increase is at least 3.0 percent. (This will apply to faculty and staff with a current salary greater than or equal to \$36,000.)
 - Provide post-retirement health insurance for faculty and staff in the KCTCS personnel system in 403(b) retirement plans, effective July 1, 2003. (This benefit is already provided for other KCTCS faculty and staff in all personnel systems.)
 - Provide an additional allowance of \$50 per month for benefits for faculty and staff in the KCTCS personnel system that receive “single” level coverage in the health insurance program, effective January 2004.
 - Provide tuition-free, beginning July 1, 2003, six credit hours per term at KCTCS colleges to spouses and dependent children of faculty and staff in the KCTCS personnel system.

Mr. Bean noted that the Academic Affairs and Curriculum Committee members joined the Finance, Technology, and Human Resources Committee's lengthy and detailed discussion of this agenda item. He further noted that Dr. Hanel presented a resolution adopted by the Community College Faculty Senate Council at its May meeting, expressing disappointment with the 2003-04 salary and benefits recommendation and funding of the performance evaluation system. Mr. Bean expressed appreciation on behalf of the committee to Dr. Hanel for bringing the Community College Faculty Senate Council and his personal views to the committee's attention.

MOTION: On behalf of the Finance, Technology, and Human Resources Committee, Mr. Bean moved that the recommendation be approved.

VOTE: Chair Read called for a roll call vote. A roll call vote was conducted, and the motion was approved. Those voting in favor of the motion were: Ms. Bartlett, Mr. Bean, Ms. Dallas, Ms. Johnson, Ms. Littrell, Ms. Logsdon, Mr. Powell, Ms. Read, and Ms. Tompkins. Dr. Hanel voted no.

**ACTION:
2003-04 ANNUAL
BUDGET**

RECOMMENDATION: That the KCTCS Board of Regents adopt the amended resolution (see Attachment E) regarding the *2003-04 Annual Budget* for the Kentucky Community and Technical College System. This budget and its provisions will be effective July 1, 2003.

Mr. Bean noted that the Academic Affairs and Curriculum Committee members joined the Finance, Technology, and Human Resources Committee's discussion of this agenda item. He called attention to an amended budget resolution and revised annual budget booklet pages distributed at the meeting. The amendments were necessary because two colleges underestimated restricted financial aid. As a result, operating budget authorizations total \$480,849,500 (instead of \$469,488,400), and restricted current funds total \$140,230,300 (instead of \$128,869,200). Mr. Bean read the amended budget resolution.

A final annual budget booklet that reflects the Board's input and final action on the 2003-04 KCTCS Annual Budget will be mailed to Board of Regents members.

MOTION: On behalf of the Finance, Technology, and Human Resources Committee, Mr. Bean moved that the recommendation be approved.

VOTE: Chair Read called for a roll call vote. A roll call vote was conducted, and the motion was approved unanimously. Those voting in favor of the motion were: Ms. Bartlett, Mr. Bean, Ms. Dallas, Dr. Hanel, Ms. Johnson, Ms. Littrell, Ms. Logsdon, Mr. Powell, Ms. Read, and Ms. Tompkins.

**UPDATE: KCTCS
QUARTERLY
FINANCIAL
REPORT**

Mr. Bean noted that the Statement of Revenues and Expenditures report for the third quarter reflects total revenues of \$378 million, 84 percent of the budgeted revenue and appropriated funds. The Statement of Revenues and Expenditures also reflects current fund expenditures and contingency through the third quarter of the fiscal year of \$338 million, 75 percent of the expenditures budgeted for the year. He noted that the budget reduction would be reflected in the fourth quarter's financial report.

**UPDATE:
CAPITAL
CONSTRUCTION
STATUS
REPORT, 1998-
2002**

Mr. Bean noted that during the 1998 and 2000 sessions of the General Assembly, 32 capital projects were authorized for KCTCS. All of the projects are proceeding to completion on time and within scope and budget. Since 1998, KCTCS has managed 32 capital projects: 17 of the projects are complete; 10 are under construction, with completion anticipated by October 2004; one project is being bid; and four are in the design/development phase, three of which were only authorized for design.

**UPDATE: KCTCS
FOUNDATION,
INC.**

Mr. Bean reported that the committee received an update on the KCTCS Foundation, Inc., and the major gifts campaign, *Fulfilling the Promise*. To date the major gifts campaign has received tremendous support at the employee- and board-levels. Systemwide and college-level goals will be set in the future.

**ACTION:
ELECTION OF
BOARD
OFFICERS FOR
2003-05**

RECOMMENDATIONS:

- That the Board of Regents approve the slate presented by the Nominating Committee for the positions of Chair, Vice Chair, and Secretary of the Board.
- That the Board of Regents appoint a Treasurer not from its membership pursuant to the *KCTCS Board of Regents Bylaws* and KRS 164.330.

Chair Read noted that at the February 21, 2003, Board of Regents meeting, she appointed a Nominating Committee to bring to the May 2003 Board meeting a slate for the election of a Board Chair, Vice Chair, and Secretary and to recommend persons for appointment to the position of Treasurer. The membership of the committee included Ms. Dallas, Mr. Jackson, Ms. Johnson (committee chair), and Ms. Logsdon. Since the Board's February meeting, Chair Read also appointed Dr. Hanel to the Nominating Committee.

Ms. Johnson reported that the Nominating Committee met May 15, 2003, with a quorum of the committee present.

MOTION: On behalf of the Nominating Committee, Ms. Johnson moved that the following slate of nominees for the KCTCS Board Officers be elected to the respective positions: Board Chair – Cynthia L. Read; Board Vice Chair – Richard A. Bean; Board Secretary – Joseph B. Wise, III. And, that the Board appoint Kenneth Walker as Treasurer.

Dr. Hanel seconded the motion.

Chair Read called for nominations from the floor. Hearing none, she called for a vote on the motion.

VOTE: The motion was approved unanimously.

Chair Read thanked the Board for its confidence in her leadership. She expressed appreciation to Ms. Littrell for the leadership she provided as the Board's Vice Chair.

Chair Read further noted that a spreadsheet listing regents' attendance at Board of Regents and Board of Regents Committee meetings would be included with each meeting packet mailed to the regents. She encouraged the Board members to adhere to the Board's attendance requirement that members attend at least 75 percent of all Board meetings.

Ms. Tompkins thanked the Board of Regents and the KCTCS staff for their assistance during her term as community college student regent.

Ms. Johnson emphasized the importance of staying focused on the students.

**NEXT
REGULAR
MEETING**

Chair Read announced that the next regular Board of Regents meeting would be August 15, 2003, at Henderson Community College, Henderson, Kentucky.

ADJOURNMENT

MOTION: Ms. Johnson moved that the Board of Regents adjourn. Mr. Bean seconded the motion.

VOTE: The motion passed unanimously, and the meeting adjourned at 2:00 p.m. (ET).

8/15/03

Date Approved By The
KCTCS Board Of Regents

Cynthia L. Read, Chair
KCTCS Board of Regents

Joseph B. Wise, III, Secretary
KCTCS Board of Regents

Michael B. McCall, Ed.D.
KCTCS President

**KCTCS Board of Regents
Meeting Guests – May 16, 2003**

**President's
Cabinet**

Dr. Michael B. McCall, President
Dr. Keith W. Bird
Mr. Timothy R. Burcham
Dr. Candace S. Gosnell
Ms. Beverly H. Haverstock
Ms. Beth R. Hilliard
Mr. Jon S. Hesseldenz
Mr. J. Kenneth Walker

**System
Office Staff**

Mr. Bryan Armstrong
Mr. Jim Byford
Mr. Gary Cloyd
Mr. Wendell Followell
Ms. Billie Hardin
Mr. Paul Kelder
Dr. Joan Lucas
Mr. Lewis Prewitt
Mr. Doug Roberts
Ms. Mindy Sahli

Colleges

*Ashland Community and Technical
College District*

Dr. Greg Adkins
Mr. Danny Bailey
Mr. Jim Cargill
Mr. Robert Chaffins
Mr. Hershel Collier
Ms. Kathy Edwards
Mr. Steve Flouhouse
Ms. Gayle Fritz
Mr. Ralfred Hall
Mr. Jerry Middleton
Mr. Stu Taylor

*Elizabethtown Community and
Technical College District*

Dr. Thelma White

*Gateway Community and Technical
College*

Dr. G. Edward Hughes
Ms. Carole Reed-Mahoney

Hazard Community College

Dr. Jay Box

*Maysville Community and Technical
College District*

Ms. Tina Baker
Mr. Jamie Brown
Ms. Kim Bloomfield
Ms. Barb Campbell
Ms. Cara Clarke
Mr. Roger Cline
Ms. Elizabeth Diamond
Mr. Bruce Florence
Mr. Jerry Greiner
Ms. Alice Havens
Dr. August Julian
Mr. George Jones
Mr. Steve Ratliff
Ms. Sandy Smallwood
Mr. Russell Ward

*West Kentucky Community and
Technical College*

Dr. Barbara Veazey

Other Guests

Ms. Kim Bloomfield, Broadwing,
Cincinnati
Mr. William Engle III, Hazard
Community College Board of
Directors Chair
Ms. Sharon L. Harmon, KEA
Mr. Jimmy Jack Miller
Mr. Robert Tye, AFT-KY



Resolution Honoring *IDA N. TOMPKINS*

- W** *HEREAS*, Ida N. Tompkins has served as a Student Member of the Board of Regents of the Kentucky Community and Technical College System for the 2002-03 academic year; and
- W** *HEREAS*, Ida N. Tompkins has demonstrated her leadership abilities through her service to the Board and by articulating important issues and concerns affecting all KCTCS students as a member of the Finance, Technology, and Human Resources Committee; and
- W** *HEREAS*, Ida N. Tompkins has served the Kentucky Community and Technical College System with distinction and has honorably performed her duties as prescribed by the *Kentucky Revised Statutes*, *KCTCS Board of Regents Bylaws*, and other polices; and
- W** *HEREAS*, Ida N. Tompkins has supported the Board of Regents by her 100 percent attendance record, her willingness to discuss issues openly, her eagerness to support Board initiatives, her ability to lead by example, and her long-term vision for the Kentucky Community and Technical College System and the welfare of its constituents; and
- W** *HEREAS*, Ida N. Tompkins has demonstrated her dedication, ability, leadership, and willingness to serve the Kentucky Community and Technical College System as well as the entire postsecondary education community in Kentucky; and
- W** *HEREAS*, the Kentucky Community and Technical College System Board of Regents wishes to express its regret as Ida N. Tompkins leaves the Board but looks forward to her continued friendship and support of KCTCS;
- N** *OW, THEREFORE, BE IT RESOLVED* that the Kentucky Community and Technical College System Board of Regents hereby commends Ida N. Tompkins for her energy, talents, and dedication as a Student Member of the Kentucky Community and Technical College System Board of Regents, and the Board extends its best wishes for continued success to Ms. Tompkins in her future endeavors.

ADOPTED this sixteenth day of May 2003.

ATTEST:

Chair, Board of Regents

Assistant Secretary, Board of Regents

President



Resolution Honoring **MARTHA C. JOHNSON**

- W** *HEREAS*, Martha C. Johnson was among the first gubernatorial appointments to the Kentucky Community and Technical College System (KCTCS) Board of Regents, being appointed to a six-year term beginning July 21, 1997, and expiring July 21, 2003; and
- W** *HEREAS*, Martha C. Johnson has served this Board with such honor and distinction that she was appointed as the inaugural chair and elected by fellow regents to three, consecutive one-year terms as Board Chair; and
- W** *HEREAS*, Martha C. Johnson has practiced and modeled the principles of good board leadership and stewardship; and
- W** *HEREAS*, Martha C. Johnson has demonstrated dedication, ability, leadership, and willingness to serve KCTCS as well as Kentucky's entire postsecondary education community in improving the educational access and the quality of life for Kentucky citizens; and
- W** *HEREAS*, Martha C. Johnson has guided strategic planning, policy development, and reporting methods that successfully communicate the goals, accomplishments, and achievements of KCTCS; and
- W** *HEREAS*, Martha C. Johnson has led the development of the Board of Regents and the formation of the Commonwealth's comprehensive community and technical college system that has made progress toward the achievement of the goals in the *Kentucky Postsecondary Education Improvement Act of 1997* and the *KCTCS Vision* of becoming the nation's best comprehensive community and technical college system; and
- W** *HEREAS*, the Kentucky Community and Technical College System Board of Regents wishes to express its regret as Martha C. Johnson leaves the Board of Regents but looks forward to her continued friendship and support of KCTCS;
- N** OW, THEREFORE, BE IT RESOLVED that the Kentucky Community and Technical College System Board of Regents hereby commends Martha C. Johnson for her vision, energy, talents, devotion, commitment, and exemplary leadership on behalf of this Commonwealth and hereby wishes her Godspeed as she leaves this Board.

ADOPTED this sixteenth day of May 2003.

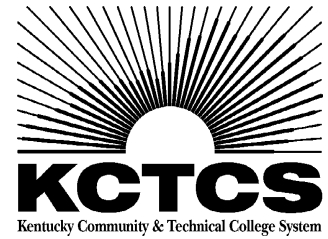
ATTEST:

Assistant Secretary, Board of Regents

Chair, Board of Regents

President

President's Report



Board of Regents Meeting
May 16, 2003

Ashland Community and Technical College District
Ashland, Kentucky

The following information provides updates on the efforts to accomplish the KCTCS GOALS as outlined in the 2000-2005 Strategic Plan, July 2002 Edition.

STUDENT ACCESS, SUCCESS, and SERVICES

KCTCS colleges will increase student access and promote student success through responsive, innovative student support programs and services.

Enrollment Management (SAIL) – Learning Resources

The official spring 2003 enrollment of 60,546, as reported to the Council on Postsecondary Education on April 1, is a 7 percent increase over spring 2002.

The KCTCS Enrollment Management Summit was conducted in March 2003. Over 120 college faculty and staff attended the two-day event. Presentations focused on “Best Practices” in the areas of marketing and recruitment, dual credit and dual enrollment, adult education partnerships, business and industry training and the Corporate College, distance learning, academic advising, outreach to special populations, transfer, corrections, and fire rescue training. These presentations were conducted by both System and college staff. Additionally, discussions included KCTCS enrollment projections for the Council on Postsecondary Education, analysis of the fall 2002 enrollment, reporting issues presented by the KCTCS Office of Information Technology, and budget implications presented by the KCTCS Office of Finance. Prior to the conclusion of the Summit, each college reported on the initiatives to be implemented. Since the Summit, colleges have submitted their fall 2003 enrollment estimates, a list of college initiatives, and a marketing and recruitment plan for fall 2003.

Student Achievement Dinner (SAIL) – Learning Resources

Thirty-one students, representing all KCTCS districts, were recognized as outstanding students at the 2003 All-Academic Team Student Achievement Dinner on April 21, 2003, at the Hyatt Regency in Lexington. These students were enrolled in transfer programs and occupational/technical programs. Ms. Shannon Rickey, from Elizabethtown Community



College, made a presentation on behalf of the students. Ms. Rickey is Kentucky's New Century Scholar and was recognized at this year's American Association of Community Colleges Conference in Dallas.

Workforce Investment Act Funded Transitions Pilots (SAIL) – Learning Resources

KCTCS and the Department of Adult Education and Literacy (DAEL) have agreed to jointly fund and evaluate three pilot projects for transitioning adult education students into postsecondary education. The pilot sites have been identified in Lexington, Louisville, and northern Kentucky. The college presidents in the respective districts are working with their staffs to develop proposals and budget requests.

Ready-to-Work (SAIL) – Learning Resources

KCTCS, DAEL, and the Cabinet for Families and Children (CFC) have agreed to pilot an expansion of the CFC-funded Ready-to-Work (RTW) model to include the recruitment, retention, and transition of adult education students into KCTCS colleges. The sites identified for this pilot include Owensboro, Madisonville, Maysville, Paintsville/Mayo, and Pikeville. The three partner agencies are developing language to incorporate this pilot expansion into the FY 04 Ready-to-Work contract.

U-CAN Go Higher (SAIL) – Learning Resources

KCTCS and representatives from the Council on Postsecondary Education, Kentucky Virtual University (KYVU) Call Center, Kentucky Department of Education, Department of Adult Education and Literacy, Kentucky Higher Education Assistance Authority, Maysville Community College, Gateway Community and Technical College, Northern Kentucky University, and counselors from area secondary schools met in April 2003 to kick off the project's pilot year. The vision of U-CAN Go Higher is to create and implement a comprehensive, statewide solution to increase the number of citizens who pursue postsecondary opportunities by providing a point of contact for academic planning and by establishing systems that minimize the administrative barriers to educational advancement.

Specifically, "U-CAN," utilizing the Kentucky Virtual University Coordinated Advising Network, will provide a personal point of contact to help learners to navigate into and through postsecondary education and beyond. It will establish a network of professional assistants to guide the establishment of an academic plan and to secure financial aid. "U-CAN" is initially funded in part from the Fund for the Improvement of Postsecondary Education and the Council on Postsecondary Education. "Go Higher" is initially funded by the Kentucky Higher Education Assistance Authority.

Online Transfer/Completer Programs Mini-Marketing Plan (SAIL) – Learning Resources

KCTCS, in partnership with KYVU and Kentucky universities, has designed a mini-marketing campaign aimed at increasing the number of students who inquire, consider, and eventually transfer from KCTCS into online completer (baccalaureate) degree programs. Key objectives are to communicate the benefits of the programs directly to the target population; to provide a web interface at KYVU for prospects to input their contact information if they want to be contacted by the participating institutions for follow-up; and to collect, store, and send prospect contact information to partner institutions.

Beginning spring 2003, KCTCS offers seven complete online associate degrees, including criminal justice, business, communications, organizational leadership, independent studies, telecommunications systems management, and occupational training and development.

PROGRAM QUALITY and EFFECTIVENESS

In response to community needs, KCTCS colleges will expand and develop innovative, high quality programs incorporating the best practices of teaching and learning.

KCTCS WorkKeys Accountability Summit: 2002-2003 Year-end Report (SAIL) – Learning Resources

The second year of the KCTCS Accountability Project, using the WorkKeys/DACUM systems, ended with a WorkKeys Accountability Summit for the profilers, college deans, project liaisons, and System staff on April 24, 2003, at the Four Points Sheraton Hotel in Lexington. The meeting consisted of an overview of the 2002-03 project results; presentations of best practices from the Owensboro, Madisonville, Elizabethtown, and Hazard districts; and recommendations/plans for the year ahead.

Included in the overview of the project results were the following outcomes:

- Over 400 different companies and organizations have participated in the DACUM and/or WorkKeys profiling processes in the two years of the project.
- Sixty-one KCTCS programs currently have profile results to support the curriculum revision process.
- Forty-nine KCTCS programs have WorkKeys skill areas established for assessment purposes.
- Fourteen Perkins Accountability Plan Workshops have been conducted statewide during this academic year.
- A brochure, *KCTCS Accountability Plan: Connecting Education and the Workplace*, was introduced. Packets were given to each of the districts for distribution to students, faculty, and Subject Matter Experts.

PROFESSIONAL and ORGANIZATIONAL DEVELOPMENT

KCTCS colleges will invest in the development of faculty and staff and will support dynamic, unified, healthy, and rewarding campus environments.

Compensation and Classification Study – Phase II (SAIL) – Human Resources

The Compensation and Classification Study is proceeding with work completed to date including:

- Identification of more than 200 staff classifications.
- Determination of appropriate flexibility for college decisions.
- Preliminary mapping of staff into new titles (faculty previously mapped-over).
- Development of a reconsideration process for title or pay band changes.

The review of the classification structure continues with the development of procedures and implementation guidelines based on input from the President's Leadership Team.

Mercer Human Resources Consulting continues to guide the work in developing a new classification structure while ensuring that the proposed KCTCS salary schedule reflects best practices. The next step is the analysis of data to prepare an assessment of the financial implications associated with implementation of the salary schedule.

New Horizons Faculty Development Conference (SAIL) – Human Resources

The second New Horizons Conference, "Creating A Learning College," will be held at the Lexington Marriott in partnership with the CPE annual conference, "Scholarship of Teaching and Learning: Engaging the Learner," on May 18-20, 2003. The conference will host over 500 faculty members from KCTCS and the Kentucky public universities with 130 presentations.

New Horizons Faculty/Staff Awards of Excellence (SAIL) – Human Resources

The first New Horizons Awards dinner is scheduled for Sunday evening, May 18, 2003, during the New Horizons Faculty Development Conference. The New Horizons Exemplary Faculty/Staff Award will be given to 16 faculty and 16 staff members. One faculty member and one staff member will be awarded the *System New Horizons Award of Excellence* and will receive an award of \$1,000, provided by the KCTCS Foundation.

Society of Educators and Scholars (SAIL) – Human Resources

KCTCS and the Jefferson Community and Technical College District hosted the 26th International Society of Educators and Scholars Conference in Louisville at the Brown Hotel, April 3-5, 2003. The conference theme was "Colleges for the 21st Century." The conference was heralded as a "huge success" by the Society President, Dr. Richard Kruse. Approximately 22 KCTCS faculty received in-state scholarships and presented papers. The conference included 55 concurrent sessions and 84 presenters. A total of 130 scholars attended.

COMMUNITY/ECONOMIC DEVELOPMENT and PARTNERSHIPS

KCTCS colleges will strengthen the economic development of our communities and state by expanding educational opportunities, improving outreach services, and creating new partnerships.

Workforce Alliance Initiative (SAIL) – Learning Resources & Financial Resources

There are currently 37 KCTCS projects approved for Workforce Alliance (WA) funding, representing a financial commitment of nearly \$530,000. The Department for Adult Education and Literacy (DAEL) has agreed to process a contract extension to carry forward the uncommitted and/or unspent portion of the \$800,000 WA commitment through June 30, 2004.

Ford Foundation (SAIL) – Learning Resources & Financial Resources

KCTCS has received a commitment from the Ford Foundation for an additional \$220,000 *Bridges to Opportunity Implementation Grant* to improve access for low-income adults through

integration of the System's academic, workforce development, and remedial missions. This will be accomplished through co-hosting a career pathways leadership-training event in collaboration with Ohio's Knowledge Works Foundation and subsequent funding of career pathways pilots. This event will provide the information and training necessary for Kentucky and Ohio community and technical colleges to provide the academic/educational leadership necessary for working with communities and career sectors to develop career pathways training. KCTCS will also work with the Council for Adult Experiential Learning (CAEL) to assess the colleges' readiness to support economic and human resource development goals of their communities. KCTCS will work closely with the Kentucky Workforce Investment Board (KWIB) to integrate the development of career pathways with the KWIB strategic planning process. Kentucky was selected by the Ford Foundation as one of four states prepared to implement the next phase of the *Bridges* initiative.

KCTCS CDL Assessment Services (SAIL) – Learning Resources

KCTCS has officially started delivery of Commercial Driver's License Licensure (CDL) Assessments for all proprietary programs and KCTCS truck driving programs in Kentucky. To date, 138 CDL performance assessments have been delivered. As a result of House Bill 189 and House Bill 190, KCTCS has partnered with the Kentucky State Police to serve as the third party tester for the performance components of the CDL licensure process in addition to the curriculum development process for the mandated statewide curriculum. KCTCS has hired a program coordinator, lead tester, and three full-time test administrators who are responsible for all aspects of the testing process. This service will help increase program validity in all programs; provide for common training and assessment system; and help training programs provide higher quality, safer truck drivers for this industry.

Kentucky Academy for Central and Eastern European Studies (SAIL) – Learning Resources

KCTCS, Morehead State University, Murray State University, Northern Kentucky University, the University of Kentucky, and Western Kentucky University have formed the Kentucky Academy for Central and Eastern European Studies (KACEES). The purpose of this consortium is to foster the better understanding of social, political, cultural, and economic perspectives in collaboration with central and eastern Europe institutions of higher education. The goals of the consortium include the enhancement of economic development through collaborative projects, as well as to present Kentucky life and culture to central and eastern Europeans. KACEES will operate in support of the Council of Postsecondary Education and each member institution's commitment to internationalization.

Kentucky Employability Certificate (SAIL) – Learning Resources

The statewide kickoff for the Kentucky Employability Certificate (KEC) was held in Owensboro on May 5, 2003. The event featured a CEO Luncheon co-sponsored by the Greater Owensboro Chamber of Commerce and a ceremony at Owensboro Community and Technical College to formally launch the statewide initiative. The KEC, a joint project with the Kentucky Cabinet for Workforce Development and KCTCS, documents an individual's foundational skill level as it relates to jobs in today's workplace. The Kentucky Workforce Investment Board, which represents the broad interests of economic and workforce development agencies, is the primary sponsor for the KEC.

The first KECs were issued to 1,200 individuals in the community through a joint project sponsored by the Mayor of Owensboro; Daviess County Judge Executive; Skills, Inc.; and Owensboro Community and Technical College.

International Partnerships (SAIL) – Learning Resources

Nursing educators at Paducah Community College traveled to Guadalajara, Mexico, to teach a three day Nursing Continuing Education Workshop to local nurses. The workshop, held in March, was coordinated through the Global Studies and International Partnerships Program and the Division of Continuing Education at the Universidad Autonoma de Guadalajara. The administrators in Guadalajara want to use this workshop, which was a great success, as a model to spread to other areas of Mexico as well as to provide continuing nursing education throughout Latin America.

A Methods of Instruction in English as a Second Language Workshop was conducted in Quito, Ecuador. The one-week workshop was held in March at the British School in Quito. The participants were local primary and secondary teachers. The Office of Global Studies and International Partnerships is coordinating follow up courses and workshops to be conducted by KCTCS faculty.

Business and Industry Advisors and Board of Directors Appreciation Banquet (SAIL) – Learning Resources

President McCall addressed Central Kentucky Technical College's business and industry advisors at this annual event on April 24, 2003, highlighting the important role they play in advising our colleges on new programs, providing networking opportunities for student placement, providing internships and apprenticeships, and providing access to equipment.

RESOURCE DEVELOPMENT

KCTCS will seek additional fiscal, physical, and information technology resources and will use all resources effectively and efficiently to serve students.

Maysville Technology Center Dedication (SAIL) – Financial Resources & Learning Resources

President McCall and Dr. Augusta Julian, President of Maysville Community College and CEO of the Maysville Community and Technical College District, joined other college and community representatives on April 16, 2003, to dedicate the \$8.6 million Center. The 45,000 square foot building will house the following programs: industrial technology, electricity/electronics lab, hydraulics and pneumatics, industrial training, construction technology, agricultural technician, business technology, health careers, and surgery technology labs.

McCreary County/Somerset Community Center Open House – April 24, 2003 (SAIL) – Financial Resources & Learning Resources

On April 24, 2003, college and community leaders gathered to celebrate the McCreary County Center's \$2.5 million, 9,000 square foot addition that allows for the expansion of programs to

meet high demand in the areas of electronics, health care, and computer labs, as well as an interactive TV classroom and a hospitality training room.

Kentucky Department of Education Pilot Dual Credit Project (SAIL) – Financial Resources & Learning Resources

KCTCS was awarded a \$25,000 grant from the Kentucky Department of Education (KDE) to support the KCTCS role in the KDE Pilot Dual Credit Project to offer an introductory education course in collaboration with universities and high schools.

2+2 Teacher Preparation (SAIL) – Financial Resources & Learning Resources

KCTCS was awarded \$20,000 by the Education Commission of the States to support Kentucky's 2+2 teacher preparation initiative and to send a statewide seven-member team to the National Policy Summit on two-year college involvement in teacher preparation in June.

Legal Office Technology Realtime Captioning Grant (SAIL) – Financial Resources & Learning Resources

U.S. Senator Jim Bunning presented a \$475,000 ceremonial check to the West Kentucky Community and Technical College Coordinator of Legal Office Technology Realtime Captioning program in April 2003. Representative Ed Whitfield also played a key role in securing the funding that will:

- Develop a new captioning program.
- Recruit students.
- Educate and retrain court reporters to new and exciting careers in broadcast captioning and conventional and educational captioning.
- Prepare students to work with individuals or groups representing the hearing impaired or those with hearing losses.
- Expand the program to other KCTCS colleges.

The 1996 Telecommunication Act requires captioning of all programming broadcasts by 2006. Kentucky has the third largest percentage (7.59 percent) of hearing impaired and hard-of-hearing population in the United States.

Major Gifts Campaign Update (SAIL) – Financial Resources

The KCTCS Office of Institutional Advancement continues to implement its Plan of Campaign for system-level, statewide initiatives. The KCTCS System Office Internal Campaign, comprised of the Family and Board Divisions, is concluding.

President McCall has conducted 27 one-on-one executive awareness sessions with state leaders. Others are being scheduled. These sessions are designed to increase awareness, cultivate friendships, determine the needs of the prospects, and obtain advice that will enable KCTCS to launch the external phase of the major gifts campaign.

Meridian Communications is producing campaign materials for the KCTCS Major Gifts Campaign as well as for districts that are in campaign. KCTCS and Owensboro have produced campaign videos and will receive campaign print materials soon.

Bowling Green, Hopkinsville, and Owensboro districts have completed their family campaigns. Their board campaigns are in progress. The Madisonville district is currently conducting its internal campaign. The Henderson district will conduct its internal campaign this fall. CEOs of all these districts are continuing to conduct executive awareness sessions as appropriate. The Maysville district has developed a Plan of Campaign and is scheduling executive awareness sessions.

Ashland conducted a feasibility study this spring, and the findings were presented on May 8. A campaign objective of \$3 to \$4 million was recommended. Big Sandy and Southeast districts concluded their feasibility study interviews on May 9. Somerset is currently conducting feasibility study interviews. The Jefferson district conducted its internal feasibility study interviews on April 24 and 25 and will schedule external interviews beginning May 21. Remaining districts are scheduled for feasibility studies in fall 2003.

UNIFIED SYSTEM of COLLEGES and PUBLIC RECOGNITION

KCTCS will be a unified system of comprehensive community and technical colleges, recognized as a state and national leader in postsecondary education.

Accreditation Update (SAIL) – Learning Resources

The Commission of the Council on Occupational Education reaffirmed the accreditation of West Kentucky Technical College in February 2003.

Two substantive changes for consolidation - Owensboro Community College/Owensboro Technical College and Somerset Community College/Somerset Technical College/Laurel Technical College - will be on the June 2003 agenda of the Commission on Colleges of the Southern Association of Colleges and Schools for approval.

A substantive change prospectus for consolidation has also been submitted by two KCTCS college partnerships - Elizabethtown Community College/Elizabethtown Technical College and Maysville Community College/Rowan Technical College - for acceptance on the June 2003 agenda of the Commission on Colleges of the Southern Association of Colleges and Schools.

Campus Visits (SAIL) – Human Resources

In April and May, President McCall is traveling to each of the 16 districts of KCTCS. On each visit, he meets with faculty, staff, and students to learn more about the challenges they face and successes they have achieved. He is conducting faculty and staff meetings to talk about issues, such as the current budget, the legislative session, tuition, and employee issues including classification and compensation. The meetings have proven to be a success at continuing the dialogue between System's leadership and employees on issues of mutual concern. Also, President McCall is continuing a revamped series of meetings with System Office employees. He is holding brown bag lunch meetings with individual divisions to hear about their accomplishments and answer their questions and concerns. The small-format meetings are being alternated with larger meetings that accommodate all System Office employees.

AACC April 2003 Board Meeting (SAIL) – Learning Resources

President McCall attended the American Association of Community Colleges 93rd Annual Convention, “Investing In Futures,” held in Dallas, Texas, on April 5-8, 2003. President McCall; Dr. Pat Lake, Henderson Community College President; and Ms. Nancy Laprade, Kentucky Workforce Investment Board Executive Director, presented “Community Colleges and Workforce Investment Boards: Two Working Models” at the convention. Additionally, the spring meeting of the National Council of State Directors of Community Colleges (NCSDECC) was held in conjunction with the AACC convention.

Community College Journal of Research and Practice

President McCall has been appointed to serve a three-year term on the editorial board of the *Community College Journal of Research and Practice*. This publication is in its 27th year of production and is the only journal of its kind in the world to publish 10 issues per volume year.

The Changing Lives Marketing Campaign

The campaign, developed and implemented with the support of Trapp Communications, was the focus of a recent national presentation to the National Council for Marketing and Public Relations. Colleges from other states, including Washington, Alabama, and Louisiana, sought additional information to model their campaigns after KCTCS. The KCTCS campaign promotes a coordinated approach between the System level and colleges and spans the full range of public relations and marketing materials. It has won local, state, and regional awards from five organizations.

National Recognition of KCTCS

KCTCS continues to earn respect across the state and nation for its accomplishments. *The Chronicle of Higher Education* recently featured KCTCS in three major articles - on Perkins funding, on the consolidations of community and technical colleges, and on the state budget outlook. An excerpt from the most recent article follows:

Kentucky colleges and lawmakers are cooperating more now than ever before, officials say, but not all the changes have gone smoothly, especially early on. In 1997, the governor convened the General Assembly's first special session for higher education. Battles raged over taking community colleges and technical colleges away from the University of Kentucky and the Kentucky Cabinet for Workforce Development, respectively, and combining them into the **Kentucky Community and Technical College System**. Katherine Boswell, president of Education Policy Associates, a consulting firm that focuses on public policy and higher education, says **the system has since become one of the best-regarded two-year-college systems in the country.**

OTHER HIGHLIGHTS:

Project Versailles (SAIL) – Financial Resources

The KCTCS System Office is continuing its progress toward moving next year into the former Texas Instruments (TI) Property in Versailles. The TI-KCTCS Public Properties Corp., an entity of the city of Versailles, has hired an architect (EOP Architects, Lexington) to design the

renovation of the property. The field of 28 architectural firms that applied was narrowed to four by a selection committee, comprised of two representatives of KCTCS, the Versailles city engineer, and a representative of the Bluegrass Area Development District. The board of the TI-KCTCS Public Properties Corp. made the final selection.

During May 2003, the architect is working with the KCTCS Project Versailles Program Design Committee, chaired by Mr. Bruce Bailey, to draft a project design that takes into account programming, staff requirements, and needed services. President McCall and the Cabinet will make the final decisions. The designs will be made available to System Office employees, and tours of the building will be scheduled during summer 2003. Over the summer, EOP will develop construction specifications with President McCall and Cabinet's approval. A construction contractor then will be hired; construction is scheduled for completion around September 1, 2004.

Council on Postsecondary Education (CPE) Meeting Update

At the March 24, 2003, meeting, the CPE agenda included the following items of interest to KCTCS:

- **Presentation - Focus on Reform: Economic Development and Workforce Training Matching Programs** - A presentation was made regarding the Workforce Alliance comprised of CPE, KCTCS, the Department for Adult Education and Literacy, the Cabinet for Workforce Development, and the Cabinet for Economic Development, which is a collaborative committee that guides this program and leverages new and existing resources to maximize the number of adults and employers involved in the training program.
- **Updates** on the 2002-04 state budget, legislative activity, the Institute for Effective Governance May 19-20 conference, development of the 2004-06 Operating and Capital Budget recommendations and tuition guidelines, the P-16 Council activity, Committee on Equal Opportunity report, and Key Indicators progress were provided to the CPE.

Approved 8/15/03

Attachment E

Distributed May 16, 2003, Finance, Technology, and Human
Resources Committee Meeting and the Board of Regents Meeting

Amended

Draft



**Kentucky Community and Technical College System
Board of Regents
2003-04 Annual Budget Adoption Resolution**

Be it Resolved, that upon due consideration and upon recommendation of the Kentucky Community and Technical College System (KCTCS) President, the following operating budget authorizations, totaling ~~\$469,488,400~~ \$480,849,500, are approved for KCTCS for fiscal year 2003-04, beginning July 1, 2003, and ending June 30, 2004. Of this amount, \$340,619,200 are unrestricted current funds and ~~\$128,869,200~~ \$140,230,300 are restricted funds from sources such as federal and state grants, contracts, or appropriations and private gifts.

Be it Resolved, that upon due consideration and upon recommendation of the KCTCS President, the capital budget authorization, totaling \$8,888,000 from agency funds and federal funds, is approved, contingent upon receipt and availability of those funds for KCTCS for fiscal year 2003-04, beginning July 1, 2003, and ending June 30, 2004.

In the event current fund revenues now estimated should not be realized, the KCTCS President shall take appropriate action to reduce budget authorizations to amounts sufficient to ensure that expenditures do not exceed available revenues. The KCTCS President shall report to the Board in advance any major deviations from the approved operating budget. The KCTCS President may make other adjustments to the budget in the following way:

In the event actual annual revenues exceed estimated revenues, the KCTCS President may authorize an increase in the unrestricted current funds expenditure budget as follows: the first 1 percent will be used to establish additional reserves at the System level, and thereafter, in amounts not greater than 2 percent of the Board's authorized expenditure level. The Board may ratify increases and reauthorize expenditure levels within the 2 percent cap during a regular or special Board meeting. Increases greater than 2 percent of the authorized expenditure budget must have prior approval of the Board.

The purchase of any item of equipment greater than \$100,000 must have prior approval of the Board of Regents and must be contained in the *Biennial Legislative Appropriations Act* in accordance with KRS Chapter 45. The purchase of any item of equipment with a cost greater than \$50,000 shall be reported as a part of the *KCTCS Quarterly Financial Report*.

A capital construction project with a scope greater than \$400,000 must have the prior approval of the Board of Regents and be contained in the *Biennial Legislative Appropriations Act* in accordance with KRS Chapter 45. A report on capital construction projects with a cost greater than \$100,000 shall be provided as part of the *KCTCS Quarterly Financial Report*.

The *KCTCS Quarterly Financial Report* shall contain sections that reflect the KCTCS July 1 opening budget, amendments to the opening budget, and expenditures to date. This report shall provide the necessary detail for amending the budget as permitted by this resolution.

All units and individuals within the System incurring financial obligations of KCTCS funds resulting from this authorization shall observe and adhere to applicable laws, regulations, and policies of the Commonwealth of Kentucky and the KCTCS Board of Regents which govern the expenditure and disbursement of funds. Heads of the various budget units shall not authorize nor incur financial obligation in excess of the budget authorization for that budgetary unit.

Should a state budget reduction be implemented, the KCTCS President shall present a Budget Reduction Plan to the KCTCS Board of Regents.

This budget and its provisions will be effective July 1, 2003.

ADOPTED, this sixteenth day of May 2003.

Cynthia L. Read, Chair
Board of Regents
Kentucky Community and Technical College System